

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS
MEETING MINUTES**

May 17, 2011

22560 SW Pine Street, Sherwood Oregon 97140

REGULAR URA BOARD MEETING

- 1. CALL TO ORDER:** Chair Keith Mays called the URA Board meeting to order at 8:14pm.
- 2. URA BOARD PRESENT:** Chair Keith Mays, Dave Grant, Linda Henderson, Robyn Folsom, Bill Butterfield, Matt Langer and David Luman.
- 3. STAFF & LEGAL COUNSEL PRESENT:** City Manager Jim Patterson, Police Captain Mark Daniel, Finance Director Craig Gibbons, Economic Development Manager Tom Nelson, Community Development Director Tom Pessemier and District Recorder Sylvia Murphy. City attorney Chris Crean.

Chair Mays addressed the Consent Agenda and asked for a motion.

4. CONSENT AGENDA

- A. Approval of April 19, 2011 URA Board of Directors Meeting Minutes**
- B. Approval of May 4, 2011 URA Board of Directors Meeting Minutes**
- C. URA Resolution 2011-008 amending URA Resolutions and reassigning legislative numbers**

MOTION: FROM LINDA HENDERSON TO APPROVE THE CONSENT AGENDA, SECONDED BY ROBYN FOLSOM, ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

5. NEW BUSINESS:

- A. URA Resolution 2011-009 Authorizing the Urban Renewal Agency Administrator to award a contract to construct the Plaza Improvements for the Cannery Square Project**

Economic Development Manager Tom Nelson came forward and explained the resolution. Mr. Nelson informed the board that the contract would be awarded to JP Contractors Incorporated.

Chair Mays asked for questions.

Mr. Butterfield recused himself from participating as his company is doing some work on the Plaza.

Ms. Henderson asked questions about the specifics of the bid. Mr. Nelson answered that the bid was for all of the construction of the plaza including audio video equipment and confirmed that the project was at or under budget.

Mr. Langer asked if this included the grass and the art work. Tom Nelson confirmed that the bid was for the grass, but that the artwork will be done at a later time.

Chair Mays asked what the completion date was. Tom replied that the anticipate completion date was prior to November 23, 2011. He explained the construction staging will happen through Columbia Street and Highland Drive.

With no other comments or discussion the following motion was received.

MOTION: FROM MS. HENDERSON TO ADOPT URA RESOLUTION 2011-009, SECONDED BY MR. LANGER. ALL BOARD MEMBERS VOTED IN FAVOR, MR. BUTTERFIELD DID NOT PARTICIPATE.

Chair Mays addressed the next agenda item.

B. URA Resolution 2011-010 Providing for the creation of a new fund, Capital Projects Fund

Finance Director Craig Gibons explained the resolution. No questions or comments were received. The following motion was made.

MOTION: FROM MS. FOLSOM TO ADOPT URA RESOLUTION 2011-010, SECONDED BY MR. BUTTERFIELD. ALL BOARD MEMBERS VOTED IN FAVOR.

Chair Mays addressed the next agenda item.

C. URA Resolution 2011-011 Transferring budget expenditure appropriations between categories for budget year 2010-11

Finance Director Craig Gibons explained the resolution.

Ms. Henderson confirmed this was only an adjustment. Mr. Gibons confirmed.

With no other questions or comments, the following motion was received.

MOTION: FROM MR. BUTTERFIELD TO ADOPT URA RESOLUTION 2011-011, SECONDED BY MR. LUMAN. ALL BOARD MEMBERS VOTED IN FAVOR.

6. STAFF REPORTS: None

7. ADJOURNED: Chair Mays adjourned the URA Board meeting at 8:21pm.


Sylvia Murphy, CMC, District Recorder


Keith S. Mays, Chairman